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15 April 1971

MEMORANDUM FOR: Chairman, CS Historical Board

SUBJECT : Availability of Documents for  
Writers of CS History

1. In reply to your questions of 5 April concerning the availability of certain DDP records, I have taken the following actions:

2. I asked the Historical Staff <sup>25X1A2g</sup> Documents Officer to survey the availability of [REDACTED] material and to summarize his progress in making DDP policy material easily available to future writers of the history of the office of the DDP.

3. <sup>25X1A2g</sup> The area divisions report the location and extent of [REDACTED] letters as follows: <sup>25X1A2g</sup>

AF - "Nearly complete" set of [REDACTED] letters in AF/Registry and available to AF/HO.

NE - Complete set exists but is dispersed in NE/Registry, NE/HO, and NE Retirement at Records Center.

WH - Partial set with WH/HO. (See paragraph 5 below) <sup>25X1A2g</sup>

FE - [REDACTED] material decentralized to FE Desks. Most retired to Records Center as FE retirements. Some may have been destroyed.

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25X1A2g SB-SR - No [REDACTED] material located in this division. Apparently not in the [REDACTED] channel. 25X1A2g

25X1A2g EUR (EE-WE) - No [REDACTED] material in office of Chief/EUR. None in branches. No record of [REDACTED] Retirements. (See paragraph 5 below).

25X1A2g 4. The DDP/Registry is not an office of record for [REDACTED] material.

25X1A2g 5. The Executive Registry has not been an office of record for [REDACTED] material for several years. However, there does exist an ER retirement of [REDACTED] letters that are parts of series from all area divisions. This retirement may fill some of the gaps listed above.

6. I am sending a memorandum (copy attached) to the Chief, Historical Staff requesting the ER retirement be made available for distribution within the CS.

25X1A9a 7. A collation of policy material concerning the DDP has been proceeding over the past several years. Miss [REDACTED] has been systematically exploiting DDP records and carding policy material and continues to do so. This program has developed the location and subject matter of some 700 DDP policy documents to date. In addition, 400 documents concerning the Office of the DDP have been carded from other sources. One copy of these index cards is maintained in chronological order while another copy is by subject matter. These are, of course, available to DDP writers when appropriate.

25X1A9a

[REDACTED]  
Executive Secretary  
CS Historical Board

Attachment:  
Memo to C/HS, as stated

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